



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

OCT 25 2019

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit (To complete this form online, use "tab" key to jump from box to box.)

Adams – Clermont Solid Waste District 5013
 (Local government entity) (Unit)

Hannah Lubbers Hannah Lubbers Director 10/16/2019
 (Signature of responsible official) (Name) (Title) (Date)

Section B: Records Commission

Adams – Clermont Solid Waste District Records Commission (513) 732-7894
 (Records Commission) (Telephone number)

4400 Haskell Lane Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature] 10/21/19
 Records Commission Chair Signature Date

Section C: Ohio History Connection- State Archives

Amy Shroy Govt. Rec. Archivist 11/4/19
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh 11-12-19
 Signature Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Schedule of Records Retention and Disposition

Adams – Clermont Solid Waste District

5013

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
5013-01	AGREEMENTS/CONTRACTS	8 years after completion of contract	Paper/Electronic		<input type="checkbox"/>
5013-02	ANNUAL BUDGETS	5 years Budget approved by the Board of County Commissioners is maintained permanently as part of the Journal	Paper/Electronic		<input type="checkbox"/>
5013-03	ANNUAL DISTRICT REPORT (Submitted annually to the Ohio EPA)	Permanent	Electronic file maintained for convenience Maintained permanently in Paper or Microfilm		<input type="checkbox"/>
5013-04	BIDS - SUCCESSFUL	8 years after completion of contract	Paper/Electronic		<input type="checkbox"/>
5013-05	BIDS - UNSUCCESSFUL	2 years after letting of contract	Paper/Electronic		<input type="checkbox"/>
5013-06	DESIGNATION/WAIVER AGREEMENTS (Regulatory; designates facilities to accept waste from ACSWD)	Permanent	Electronic file maintained for convenience Maintained permanently in Paper or Microfilm		<input checked="" type="checkbox"/> <i>(paper or microfilm)</i>
5013-07	EQUIPMENT INVENTORIES (Listing by item, quantity, etc. of all equipment.)	Until updated/revised	Paper/Electronic		<input type="checkbox"/>
5013-08	Financial Records (Includes invoices, purchase orders, billing records, receipt documents, travel expense records and other financial records)	Maintained per General Schedule requirements	Paper/Electronic		<input type="checkbox"/>
5013-09	GRANT RECORDS (Individual Grant Records, fiscal reports, etc.)	Maintained per Grant requirement. If none, maintain 3 years after final report	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition

Adams – Clermont Solid Waste District

5013

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
5013-10	MINUTES/SOLID WASTE BOARD OF DIRECTORS (Includes members present, absent, bills approved for payment, contracts approved, personnel appointments and terminations, salary changes, complaints received and investigated. Adoption of Departmental rules and Regulations and budgetary resolutions)	Permanent	Electronic file maintained for convenience Maintained permanently in Paper or Microfilm		<input checked="" type="checkbox"/> (paper or microfilm)
5013-11	ONGOING PROJECT FILES	5 years after completion	Paper/Electronic		<input type="checkbox"/>
5013-12	QUARTERLY FEE REPORTS (Financial reports sent to the Ohio EPA)	3 years	Paper/Electronic		<input type="checkbox"/>
5013-13	REGULATORY AGENCY FILES (Reports and correspondence with Regulatory Agencies for all Solid Waste Activities)	3 Years	Paper/Electronic		<input type="checkbox"/>
5013-14	SOLID WASTE DISTRICT FORMATION DOCUMENTS	Permanent	Electronic file maintained for convenience Maintained permanently in Paper or Microfilm		<input checked="" type="checkbox"/> (paper or microfilm)
5013-15	SOLID WASTE PLAN (Submitted to Ohio EPA for approval every 5 years)	Permanent	Electronic file maintained for convenience Maintained permanently in Paper or Microfilm		<input checked="" type="checkbox"/> (paper or microfilm)
5013-16	VIOLATIONS (Notice of - and follow up action. May also include Complaints)	5 Years	Paper/Electronic		<input type="checkbox"/>